

## NBC IDEAS-EC Website Instructions

<http://ideasec.nbc.gov> (Control + click to follow the link)

All National Park Service “Requests for Proposals” are posted to the National Business Center (NBC) IDEAS-EC website for public viewing. FedBizOpps ([www.fbo.gov](http://www.fbo.gov)) also advertises the project, however, the associated attachments, such as specifications, drawings, or other related documents are made available to you via the NBC website. Please follow the directions below to access the documents associated with Announcements, Solicitations and Amendments.

The documents are organized into separate categories. To access each category, click on the icon next to the category title. The information contained within may then be selected and downloaded to a printer to create a hard copy. Document size may vary, with some possibly as large as 20 Mb. In viewing the documents, it is possible to enlarge the image to ascertain a high degree of detail. Documents are read only and may not be altered. The documents of record are on file at the Contracting Office.

The categories are:

- **Request for Proposal (RFP)** - Contains clauses, provisions, and other information pertinent to the project. The RFP will be in HTML format.
- **Statement of Work and Specifications** - Contains project requirements and technical specifications in CSI format. The specifications are in bundled PDF files.
- **Drawings** - Contains the draft design development drawings for this project. Drawings are generally in PDF format. The drawings are zipped (compressed) and will need to be unzipped before viewing.
- **Reports, Photographs, etc. (if any)** - Any special documents pertinent to the project. Generally these documents will be in PDF format. Photographs, if any, will generally be in JPG format.
- **Proposal Submission Package** - Contains all Government-furnished documents needed to prepare the proposal. Proposal documents are in PDF format. **Only proposals received by mail or hand-delivered will be accepted.** See the icon entitled "Request for Proposal" to learn the date, time, and place to which proposals should be sent.
- **Amendments (if any)** - Will be in PDF format.

Documents range from just a few kilobytes to 10 Mb each and may take considerable time to download.

Viewers: PDF documents may be opened with Adobe Acrobat 4.0 and higher.

### ANNOUNCEMENTS:

**An Announcement may also be referred to as a Pre-Solicitation Notice or a Synopsis. This Announcement notifies potential offerors that a solicitation will soon be posted, normally 15 days after the announcement date. It will contain a brief description of the project to include such items as location, price range, points of contact, and any possible set-asides such as small business that might be included in the project, etc. Normally, solicitation documents are not yet available for viewing during this time. All appropriate documents required for bidding purposes will be made available when the official solicitation is issued.**

- Under “Quick Search” (located on the left-hand side of the page), type in the solicitation number (11-digit number beginning with the letter ‘N’) and click ‘Submit’.

**Quick Search**

**Document Number**

solicitation #

Submit

- Select the announcement by clicking on the number.

Document Number	Document Type	Agency	Document Title
<a href="#">N6020060904</a>	Announcement	National Park Service	Homestead Heritage Center

- The announcement will appear on the next page.

### **SOLICITATIONS:**

A Solicitation is considered the “Request for Proposal.” This document contains the terms and conditions, the applicable contract clauses, the criteria for proposal evaluation, instructions for creating a proposal, timelines for proposal submission, and all related documents such as specifications and drawings, etc. The Solicitation will be available for at least 30 days but can be longer if the National Park Service deems necessary.

The Request for Proposal, specifications, drawings and all other associated documents can be located as follows:

- Under “Quick Search” (located on the left-hand side of the page), type in the solicitation number (11-digit number beginning with the letter ‘N’) and click ‘Submit’.

**Quick Search**

**Document Number**

solicitation #

Submit

- Select the solicitation by clicking on the solicitation number.

Document Number	Document Type	Agency	Document Title
<a href="#">N6020060904</a>	Announcement	National Park Service	Homestead Heritage Center
<a href="#">N6020060904</a>	Solicitation	National Park Service	HOME 060019 Heritage Center

- The solicitation will appear on the next page.

To access the applicable clauses and attachments, including the specifications and drawings, etc. you must download the attached documents. To do this you must proceed as follows:

- In the blue shaded area to the left, click ‘Clauses and Attachments’.

Clauses and Attachments

Associated Documents

Vendor Interest

[Bidder's Mailing List](#)  
[Back to Search Results](#)

- Scroll down to the lower portion of the resulting page, all applicable attachments (including specifications and drawings) are available on this page to be downloaded.
- Be sure to also review the clauses attachment, as these are the terms and conditions which an Offeror agrees to by submitting a proposal.

### **AMENDMENTS:**

Amendments are changes to the “Request for Proposal.” Each and every Amendment must be reviewed, complied with, and acknowledged when an Offeror submits a proposal. When submitting a Proposal, each Offeror must complete Section 19 of the Solicitation, Offer, and Award (Standard Form 1442), which is entitled, “Acknowledgement of Amendments”. This section indicates that you have received and agree to the terms of each amendment. Amendments may include changes such as changes in specifications, corrected documents, time extensions, providing missing or corrected drawings, etc. It is advised that potential offerors visit the National Business Center website daily to check for new amendments.

- Using the “Quick Search” field on the left-hand side of the page, type in the solicitation number (11-digit number beginning with the letter ‘N’) and click ‘Submit’.

**Quick Search**

**Document Number**

solicitation #

- Select the solicitation amendment by clicking on the amendment number. Make certain to check this website with regularity as amendments can be posted at any time.

Document Number	Document Type	Agency	Document Title
<a href="#">N6020060904</a>	Announcement	National Park Service	Homestead Heritage Center
<a href="#">N6020060904</a>	Solicitation	National Park Service	HOME 060019 Heritage Center
<a href="#">N6020060904/0001</a>	Solicitation Amendment	National Park Service	HOME 060019 Heritage Center

- In the blue shaded area to the left, click ‘Clauses and Attachments’.

[Clauses and Attachments](#)  
[Associated Documents](#)  
[Vendor Interest](#)

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- Scroll down to the lower portion of the resulting page, all applicable attachments, including any revised specifications and/or drawings, if any, would be available on this page to be downloaded.

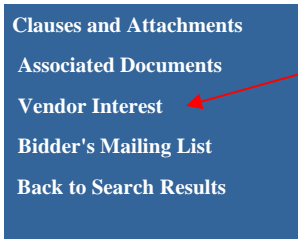
### **BIDDER'S MAILING LIST:**

Once a solicitation has been made available to the public and has been posted to the NBC website you may register your company and be added to that particular solicitations' "Bidder's Mailing List" as a potential bidder. To do so you must first attain a DUNS number (from Dun and Bradstreet) and must be registered with Central Contractor Registration (CCR) which will provide the MPIN number (a personal code that your company creates in CCR). This information will be required to sign into the National Business Center website in order to register your company on the Bidders Mailing List.

- **DUNS Number:** If you do not already know your company's DUNS number, visit [www.dnb.com](http://www.dnb.com) for more information on how to attain one. This number will be required to register in CCR.
- **CCR Registration:** In accordance with applicable federal regulations, all company's wishing to do business with the federal government must be registered in the Central Contractor's Registration at [www.ccr.gov](http://www.ccr.gov). Please follow the guidance provided on this website for assistance with this process. Please note that this process may take 48-72 hours to be completed. Your completed registration in CCR will provide an MPIN number.

Once your CCR registration is completed, you may register your company on the "Bidder's Mailing List" for a particular solicitation on the National Business Center website by following the instructions below.

- Follow the directions above for SOLICITATIONS using the "Quick Search" field.
- Open the Solicitation by clicking on the solicitation number.
- In the blue shaded area to the left, click 'Vendor Interest'.



Clauses and Attachments  
Associated Documents  
Vendor Interest  
Bidder's Mailing List  
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- Follow the guidance provided on the resulting page.

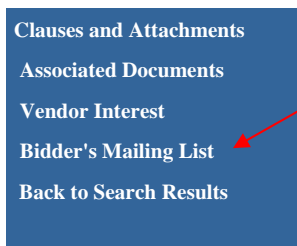
**ONLINE REPRESENTATIONS AND CERTIFICATIONS (ORCA).** ORCA is an on-line system that is located on the Internet. Prior to ORCA, vendors were required to submit Representations and Certifications (Reps and Certs) for each individual large purchase contract award. Now, using ORCA, a contractor can enter their Reps and Certs information once for use on all Federal contracts. This site not

only benefits the contractor by allowing them to maintain an accurate and complete record but also the Contracting Officer as they can view every record, including archives. The ORCA site can be found by going to <http://www.bpn.gov> and clicking on “Online Representations and Certifications Application (ORCA)” on the left side of the screen. If you do not have access to the Internet, or feel you need extra Internet help, please contact the Procurement Technical Assistance Center (PTAC) ([www.dla.mil/db/procurem.htm](http://www.dla.mil/db/procurem.htm)) closest to you. You are required to be registered in ORCA prior to responding to this solicitation.

### **VIEWING BIDDERS ON THE “BIDDERS MAILING LIST”**

The Bidder’s Mailing List may be viewed at any time during the solicitation period. This list however only contains information about companies who have elected to sign up. To view this list for a particular solicitation, follow the directions above for SOLICITATIONS using the “Quick Search” field, then:

- Open the Solicitation by clicking on the solicitation number.
- In the blue shaded area to the left, click ‘Bidder’s Mailing List’.



- The current Bidder’s Mailing List will appear on the next page.

### **REGISTER TO RECEIVE NOTIFICATION:**

The Federal Business Opportunities website (a.k.a. FedBizOpps) includes a notification capability which is available for your use. This service will send an email to a designated address when new postings are made related to a particular solicitation. Please note that this service is provided for convenience only and does not serve as a guarantee of notification. Subscribers to this service are ultimately responsible for reviewing the appropriate site for all information relevant to desired acquisitions.

To register to receive notification of public notices related to a particular solicitation follow the instructions below:

- Access the FedBizOpps website at [www.fbo.gov](http://www.fbo.gov).
- Using the “Quick Search” field on the left-hand side of the page, type in the solicitation number (11-digit number beginning with the letter ‘N’) and click ‘go’.
- Open the Solicitation by clicking on the solicitation title (i.e. Title: “Z--Independence National Historical Park Deshler-Morris and Bringhurst Houses Utilities and Exhibit Rehabilitation”)
- Scroll down to the lower portion of the resulting page, click on the ‘Register to Receive Notification’ button.
- Enter desired email address, verify the appropriate solicitation number, and click ‘Subscribe to Mailing List’. (YOU ARE NOT DONE YET)

- Review selected projects, and click 'Add to Acquisition Notification' button.
- Click the 'ok' button.
- A confirmation email will be sent to the designated email address. You must confirm the registration by clicking on the confirmation link contained in this email before the expiration date provided (approximately one week from the date of the request).